

ROUTING AND TRANSMITTAL SLIP

Date 8 OCT 1986

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EXA/DDA	QA	10/8
2.	ADDA	10 OCT 1986	
3.	DDA		
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

CC: D/TRAINING AND EDUCATION

Done
10/9/86

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS		X		
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC		X		
10	GC		X		
11	IG		X		
12	Compt		X		
13	D/OLL		X		
14	D/PAO		X		
15	D/PERS				
16	VC/NIC				
17					
18					
19					
20					
21					
22					

SUSPENSE _____
Date

Remarks

Executive Secretary

30 SEP 86

Date

3637 (10-81)

STAT

Executive Registry

86-4313x

THE WHITE HOUSE

WASHINGTON

September 25, 1986

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Federal Employee Literacy Training Program

I am pleased to announce that our Federal Employee Literacy Training Program (FELT), which I established as a part of the Adult Literacy Initiative on September 7, 1983, is beginning to make an impact nationwide. Thanks to your efforts, there are now 1700 Federal employees who have volunteered to tutor Americans who have trouble reading and understanding what they read.

I am asking each Executive department and agency, including regional and field offices, to cooperate with existing adult literacy programs by encouraging Federal employees to volunteer to serve in these programs. Volunteer services may range from tutoring to support activities such as providing clerical assistance or transportation. Participation by individual employees in this program is entirely voluntary, but I urge you to use appropriate volunteer recognition programs in your agencies to recognize outstanding literacy volunteers.

Please extend my personal thanks to those Federal employees who are already participating in FELT. I understand many of them find it one of the most rewarding things they have ever done.

Ronald Reagan

60-7